

Data Collection Unit (DCU)

Advanced Departmental Training

January 7, 2013

Login to the DCU

- ❑ Go to <http://dcu.carleton.ca> and login to DCU using you network login and password.



INFOFILEM

Username: juliapiatigorskaia

Password: ●●●●●●●●●●

Submit Reset

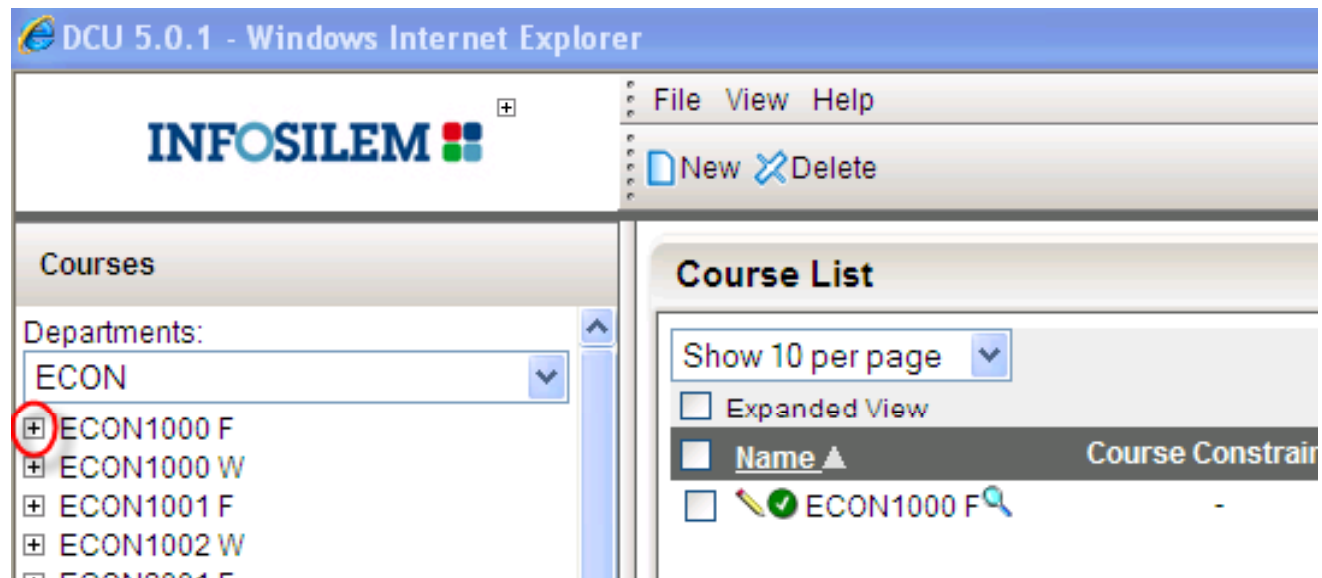
Opening the Component Editing Screen

This step is equivalent to going to SSASECT, typing the Term and the CRN and selecting “Next block”

- Click on the “Courses” button in the left hand navigation panel
- Click on the down arrow of the “Departments” drop down list and select your department
- Reach the Component Edit screen by “drilling down” to the component in the Navigation panel and clicking on the component itself as shown on the next slide

Opening the Component Editing Screen

- Click on  at the Course level (see below).



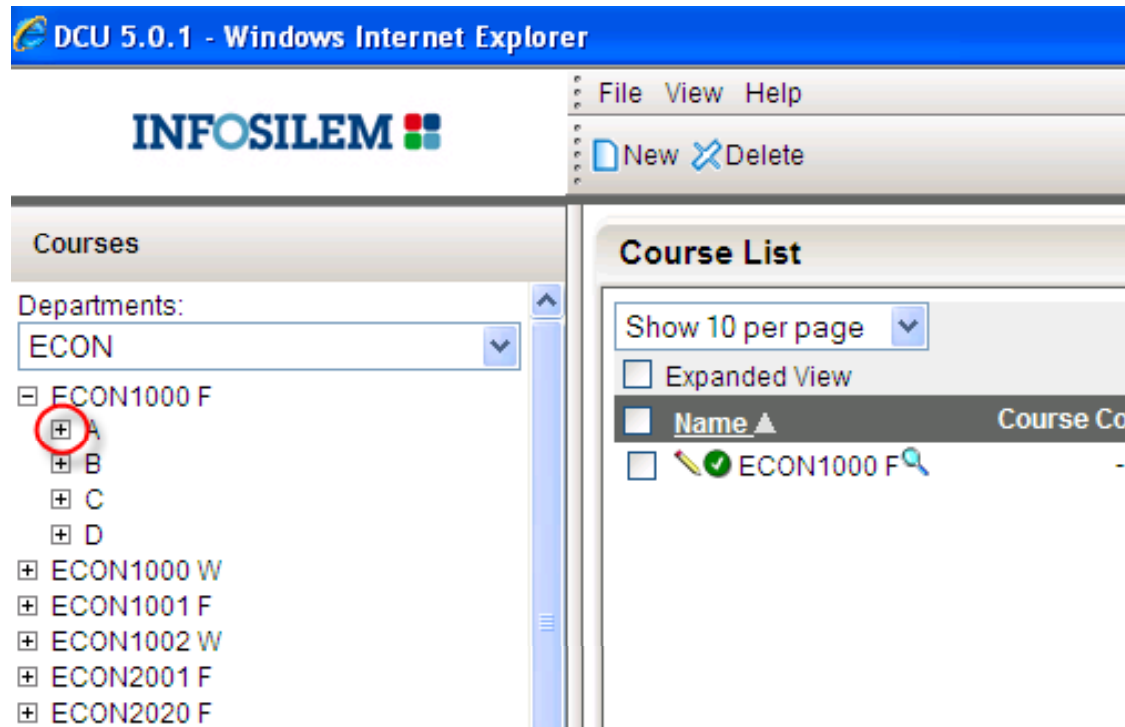
The screenshot shows a web browser window titled "DCU 5.0.1 - Windows Internet Explorer". The main content area displays the "INFOSILEM" logo and a navigation menu with "File", "View", and "Help" options. Below the menu, there are "New" and "Delete" buttons. The main content is divided into two sections: "Courses" and "Course List".

In the "Courses" section, there is a "Departments:" dropdown menu set to "ECON". Below it, a list of courses is shown, each with a plus icon to its left. The first course, "ECON1000 F", has its plus icon circled in red. The other courses listed are "ECON1000 W", "ECON1001 F", and "ECON1002 W".











The "Course List" section on the right contains a "Show 10 per page" dropdown menu, an "Expanded View" checkbox, and a table header with "Name" and "Course Constraint". The table contains one row for "ECON1000 F" with a pencil icon, a green checkmark, and a magnifying glass icon.

Opening the Component Editing Screen

- Click on  at the Section level (see below).



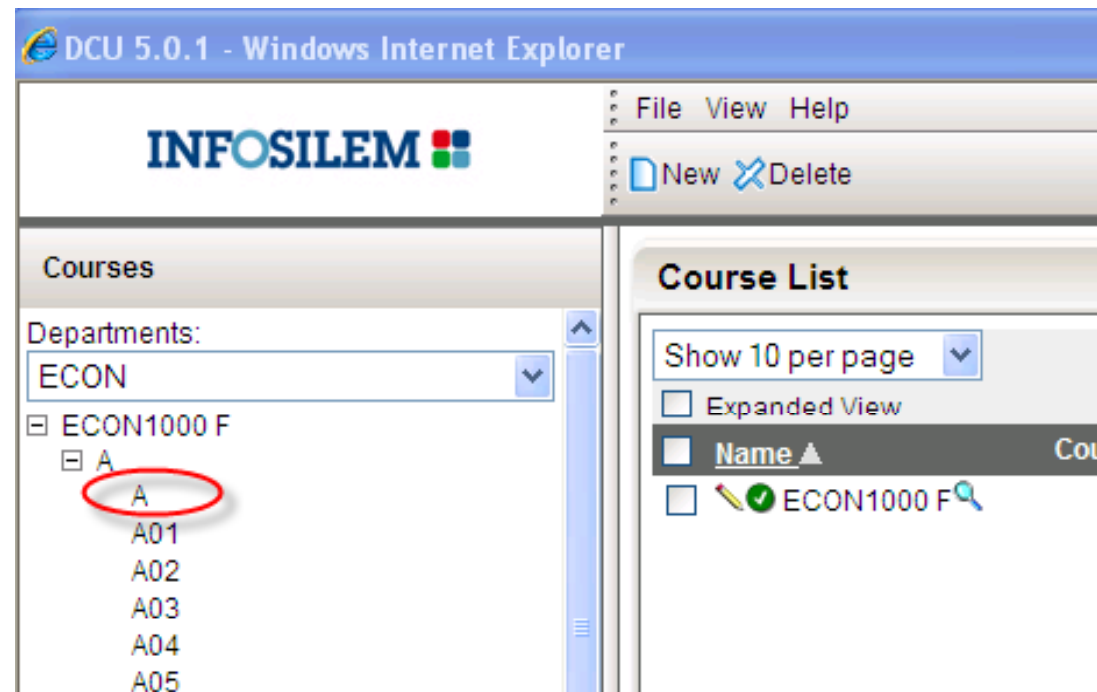
The screenshot shows a web browser window titled "DCU 5.0.1 - Windows Internet Explorer". The main content area displays the "INFOSILEM" logo and a "Courses" section. Under "Courses", there is a "Departments:" dropdown menu set to "ECON". Below this, a list of courses is shown, each with a plus icon to its left. The plus icon for "ECON1000 F" is circled in red. The list includes:

-  ECON1000 F
 -  A
 -  B
 -  C
 -  D
-  ECON1000 W
-  ECON1001 F
-  ECON1002 W
-  ECON2001 F
-  ECON2020 F

To the right of the course list is a "Course List" panel. It features a "Show 10 per page" dropdown menu, an "Expanded View" checkbox, and a table with columns for "Name" and "Course Co". The table contains one entry: "ECON1000 F" with a green checkmark and a magnifying glass icon next to it.

Opening the Component Editing Screen

- Click on the Component to open (see below).



Adding an Instructor

- Open the Component Edit Screen (see slides 4 -6)
- Scroll down to the bottom of the page
- Click on **Add** under the Instructors section
- Select an Instructor and click OK

Instructors					
Department	Instructor Name	Staff ID	Responsibility	Session	Is Primary
No Records					

Navigation: Add | Remove | Assignment | New Instructor...

Adding an Instructor

- Click on **% Assignment**, enter the Responsibility and Session and check the Is primary check box
- Click Apply then Save.


The screenshot shows a web-based interface for adding an instructor. A modal dialog box titled "Instructor Assignment" is open, displaying a table with the following data:

Instructor	Responsibility	Session	Is Primary
Chu, Ba	100	100	<input checked="" type="checkbox"/>
	100 %	0 %	

The "Apply" button in the dialog box is circled in red. Below the dialog box, the main interface shows sections for "Deliveries", "Time Requests", "Room Requests", and "Instructors". The "Instructors" section at the bottom has a table with columns for Department, Instructor Name, Staff Id, Responsibility, Session, and Is Primary. The "Instructors" section also has a circled "Assignment" button.

Removing an Instructor

- Open the Component Edit Screen (see slides 4 -6)
- Scroll down to the bottom of the page
- Select the instructor to remove, by checking the box and click on Remove. Click OK.
- Save.

Instructors						
Add Remove Assignment New Instructor...						
	Department	Instructor Name	Staff ID	Responsibility	Session	Is Primary
<input checked="" type="checkbox"/>	PADM	 Rowe, Nicholas	100502106	100 %	100 %	<input checked="" type="checkbox"/>

Forcing a Time

- Open the Component Edit Screen (see slides 4 -6)
- Scroll down to **Deliveries**
- Under Time Requests, select Forced Times from the pick list

The screenshot shows the 'Deliveries' edit screen. At the top, there is a toolbar with buttons for 'Add', 'Remove', 'Duplicate', 'Batch Update', and 'Reorder'. Below the toolbar, a message states: 'This Delivery is grouped. Any changes may affect its related entities.' The main form area contains the following fields:

- Sungard Higher Education Banner ®**
- Schedule Type:** GRP - Discussion Group
- Start Date:** 2013/09/05
- End Date:** 2013/12/05
- Time Requests:** A section with a question mark icon and a dropdown menu. The dropdown menu is open, showing the following options: 'Pattern Request', 'Pattern Request', 'Forced Time', and 'No time requested'. The 'Forced Time' option is circled in red.

Forcing a Time

- Click on Add a forced time and select a day, a start and an end time. Save.

Deliveries

01 Add | Remove

This Delivery is grouped. Any changes may affect its related entities.

Sungard Higher Education Banner ®

Schedule Type
LAB - Laboratory

Start Date: 2013/09/05 End Date: 2013/12/09

Time Requests

Forced Time

Add a forced time | Remove forced time(s)

Day	Start	End
<input type="checkbox"/> Monday	14:30	17:30

Add a forced time | Remove forced time(s)

Time Requirements:

Room Requests

Add a room | Remove room(s)

Room Type	Pavilion	Room	Characteristic(s) required
<input type="checkbox"/> LAB	10 - Steacie Building	M-SC-204A	<input type="checkbox"/>

Add characteristic | Remove characteristic(s)

Name	Description
No Records	

Room Requirements:

Deleting a Forced Time

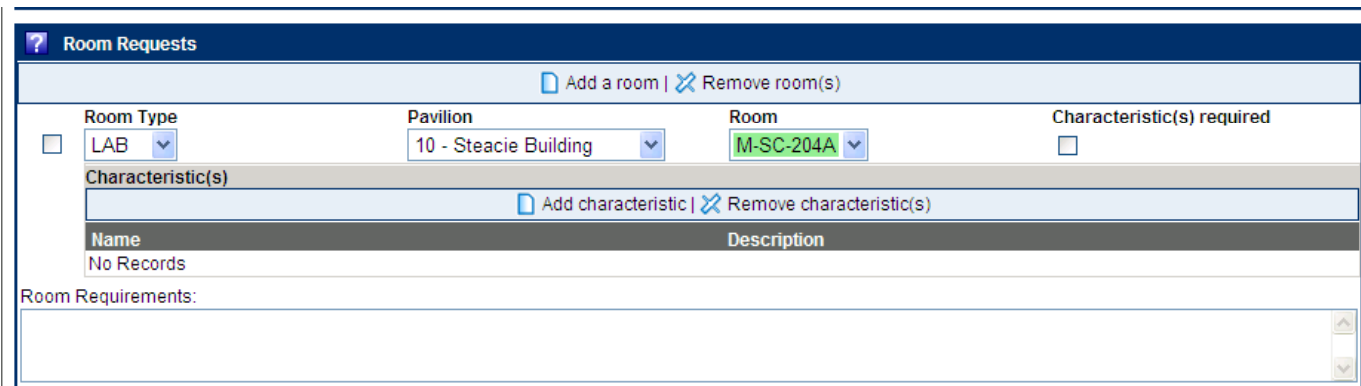
- Under Time Requests, select a time by checking the box and click Remove forced time(s). Save.

The screenshot shows the 'Deliveries' interface for 'Sungard Higher Education Banner'. The 'Schedule Type' is 'LEC - Lecture'. The 'Start Date' is '2014/01/06' and the 'End Date' is '2014/04/01'. Under the 'Time Requests' section, there is a table with columns for 'Day', 'Start', and 'End'. The first row shows 'Monday' with a start time of 8:30 and an end time of 10:30. A checkbox next to 'Monday' is checked. The 'Remove forced time(s)' button is circled in red. Below the table, there is a 'Time Requirements' section with the text 'Contract Instructor availability'.

Day	Start	End
<input checked="" type="checkbox"/> Monday	8:30	10:30

Attaching a Departmental Room

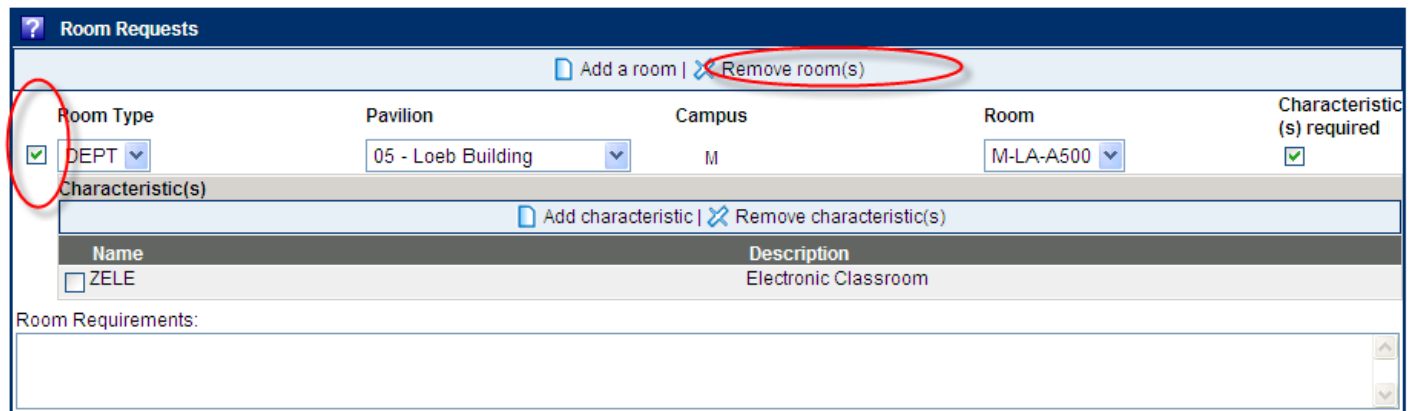
- Under **Room Requests**, click on **Add a room**.
- Select DEPT from the Room type pick list
- Select a pavilion from the Pavilion pick list
- Select a departmental room from the Room pick list



The screenshot shows a web interface for "Room Requests". At the top, there are two buttons: "Add a room" and "Remove room(s)". Below this, there are four dropdown menus: "Room Type" (set to "LAB"), "Pavilion" (set to "10 - Steacie Building"), "Room" (set to "M-SC-204A"), and "Characteristic(s) required" (set to an empty checkbox). Below the dropdowns is a section for "Characteristic(s)" with a table header "Name" and "Description", and a row containing "No Records". At the bottom, there is a "Room Requirements:" section with a text area and a scroll bar.

Removing a Departmental Room

- Under **Room Requests**, select the room to be deleted and click Remove room(s). Save.



The screenshot shows the 'Room Requests' interface. At the top, there are two buttons: 'Add a room' and 'Remove room(s)'. The 'Remove room(s)' button is circled in red. Below this, there is a table with columns: Room Type, Pavilion, Campus, Room, and Characteristic(s) required. The 'Room Type' column has a dropdown menu with 'DEPT' selected, and a checkbox to its left is checked and circled in red. The 'Pavilion' column has a dropdown menu with '05 - Loeb Building' selected. The 'Campus' column has the value 'M'. The 'Room' column has a dropdown menu with 'M-LA-A500' selected. The 'Characteristic(s) required' column has a checked checkbox. Below the table, there is a section for 'Characteristic(s)' with buttons 'Add characteristic' and 'Remove characteristic(s)'. Underneath, there is a table with columns 'Name' and 'Description'. The 'Name' column has a checkbox to its left and the value 'ZELE'. The 'Description' column has the value 'Electronic Classroom'. At the bottom, there is a section for 'Room Requirements:' with a text area.

Room Type	Pavilion	Campus	Room	Characteristic(s) required
<input checked="" type="checkbox"/> DEPT	05 - Loeb Building	M	M-LA-A500	<input checked="" type="checkbox"/>

Name	Description
<input type="checkbox"/> ZELE	Electronic Classroom

Adding a Room Characteristic

- Scroll down to **Room requests** and under Characteristic(s), click on **Add characteristic**
- From the List, check mark the room characteristic you wish to attach to this course. Click OK.
- Save.

Room Requests

[Add a room](#) | [Remove room\(s\)](#)

<input type="checkbox"/>	Room Type LEC	Pavilion 06 - Mackenzie Building	Room 	Characteristic(s) required <input type="checkbox"/>
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Characteristic(s)

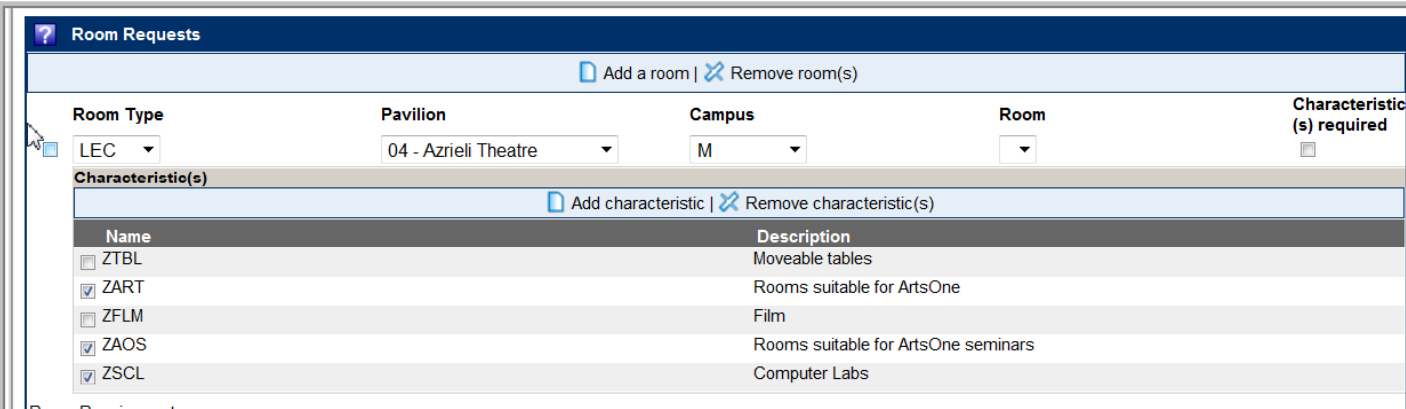
[Add characteristic](#) | [Remove characteristic\(s\)](#)

Name	Description
<input type="checkbox"/> ZCBD	Lots of Chalkboard
<input type="checkbox"/> ZELE	Electronic Classroom
<input type="checkbox"/> ZNTA	Not Tablet Arm

Room Requirements:

Removing a Room Characteristic

- Scroll down to **Room requests**. Tick on the room characteristic(s) you wish to remove from the course.
- Click **Remove** characteristic(s). Save.



The screenshot shows a web interface titled "Room Requests". At the top, there are links for "Add a room" and "Remove room(s)". Below this, there are dropdown menus for "Room Type" (set to "LEC"), "Pavilion" (set to "04 - Azrieli Theatre"), and "Campus" (set to "M"). A "Room" dropdown is also present. To the right, there is a "Characteristic(s) required" checkbox which is currently unchecked.

Below the room selection, there is a section for "Characteristic(s)" with links for "Add characteristic" and "Remove characteristic(s)". A table lists several characteristics with checkboxes for selection:

Name	Description
<input type="checkbox"/> ZTBL	Moveable tables
<input checked="" type="checkbox"/> ZART	Rooms suitable for ArtsOne
<input type="checkbox"/> ZFLM	Film
<input checked="" type="checkbox"/> ZAOS	Rooms suitable for ArtsOne seminars
<input checked="" type="checkbox"/> ZSCL	Computer Labs

At the bottom of the interface, there is a label "Room Requirements:".

Unscheduled Courses

- Under **Time Requests**, select **No time Requested** from the pick list. Save

Deliveries

01 Add | Remove

Sungard Higher Education Banner ®

Schedule Type
WRK - Work Term

Start Date: 2013/09/05 End Date: 2013/12/05

Time Requests

No time requested

Time Requirements:


Room Requests

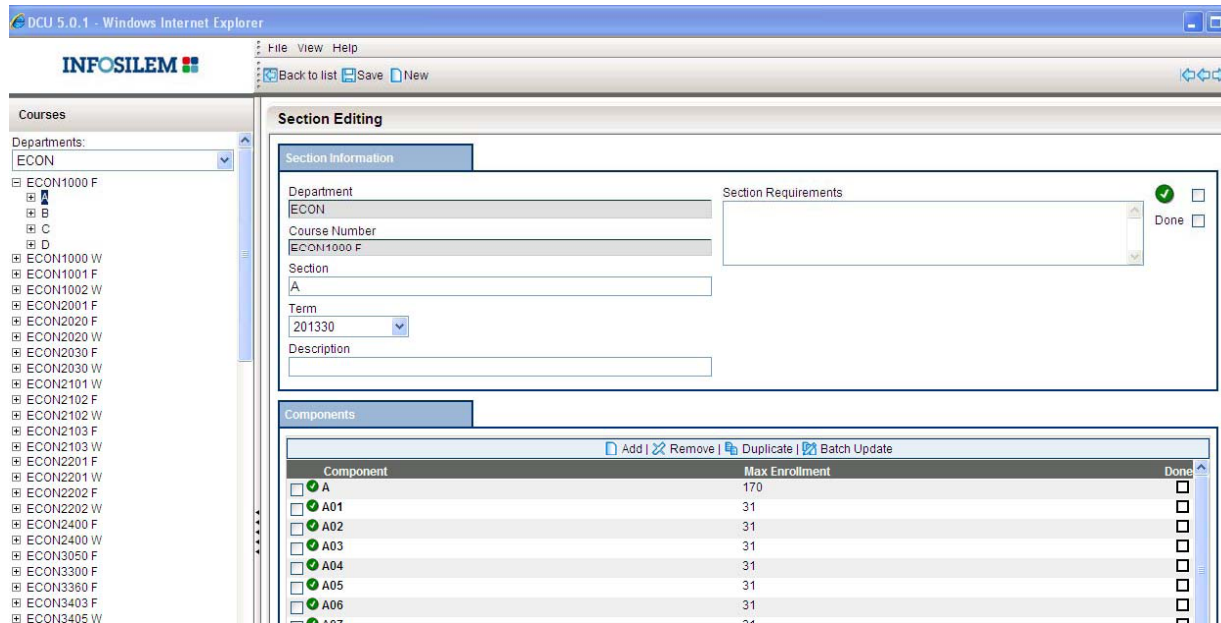
Add a room | Remove room(s)

No room requested.

Room Requirements:

Adding a New Component

- Click on  at the course level
- Click on the section to which you wish to attach the component.
- Click on the “Add” icon within the “Components” tab.



The screenshot shows the DCU 5.0.1 Windows Internet Explorer interface. The main window is titled 'DCU 5.0.1 - Windows Internet Explorer' and contains the 'INFOSILEM' application. The interface is divided into several sections:

- Courses:** A tree view on the left showing the department 'ECON' and its various sections (e.g., ECON1000 F, ECON1001 F, etc.).
- Section Editing:** A form for editing section information. It includes fields for Department (ECON), Course Number (ECON1000 F), Section (A), Term (201330), and Description. There is also a 'Section Requirements' field and a 'Done' checkbox.
- Components:** A table showing the components attached to the selected section. The table has columns for Component, Max Enrollment, and Done.

Component	Max Enrollment	Done
<input checked="" type="checkbox"/> A	170	<input type="checkbox"/>
<input checked="" type="checkbox"/> A01	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A02	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A03	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A04	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A05	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A06	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A07	31	<input type="checkbox"/>

Adding a New Component

- Enter the Name (Section letter in Banner, e.g. A01), Type (Schedule Type in Banner, e.g. TUT) and Max Enrollment.

DCU 5.0.1 - Windows Internet Explorer

INFOSILEM

File View Help

Back to list Save New

Courses

Departments:

ECON

ECON1000 F

A

A01

A02

A03

A04

A05

A06

A07

A08

A09

A10

A11

F

B

C

D

ECON1000 W

ECON1001 F

ECON1002 W

ECON2001 F

ECON2020 F

ECON2020 W

Component Editing

This Component is grouped. Any changes may affect its related entities.

Component information

Department: ECON

Course Number: ECON1000 F

Section: A

Name: A12

Type: GRP

Max Enrollment: 31

Description:

Academic Blocks

Add Remove

Department	Identification	Description	Size
No Records			

Adding a New Component

- Click on the down arrow next to the following fields to select a value.

Sungard Higher Education Banner ©

General Registration Restrictions Reserved Seating

Part of term (leave blank if Open Learning) Status Code Campus Code
1 - 201410 - Full Term A - Active M - Main Campus

Grade Mode Code Special Approval Code Session Code
L - Standard Letter Grade E - Evening

Attendance Method

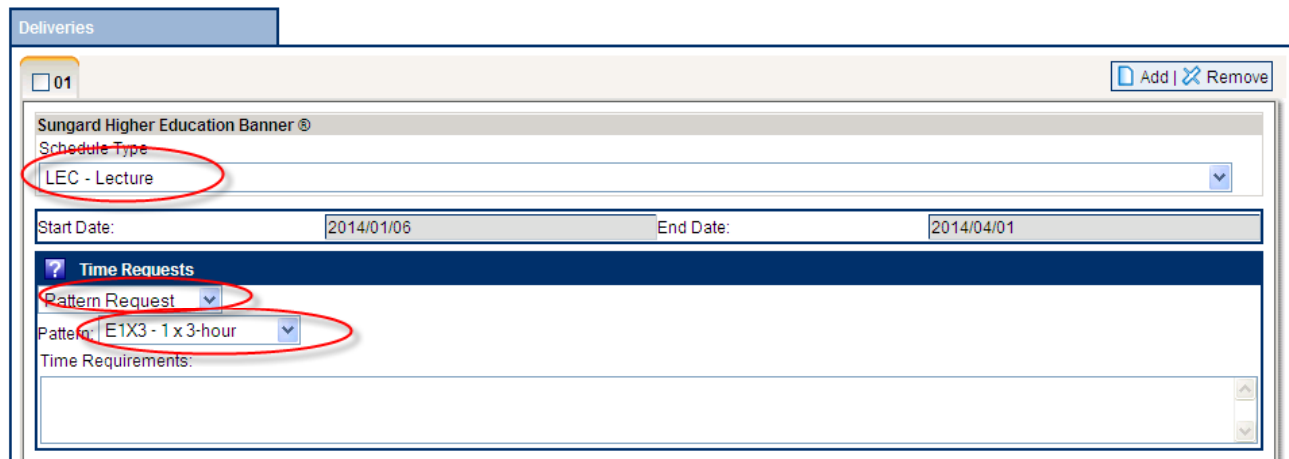
Credit Hours (0 TO 0.5)	Billing Hours (0 TO 0.5)	Contact Hours (0 TO 6)	Lecture (0 TO 3)	Lab (0 TO 3)	Other
0.5	0.5	3	3		

Tuition and fee waiver
 Voice response and self service
 Gradable

Section Text
Architectural Technology 2

Adding a New Component

- Under Deliveries click on Add
- Select a Schedule type (e.g. LEC) from the pick list
- Under Time Request select Pattern Request. For unscheduled courses select “No time requested.”



The screenshot shows the 'Deliveries' section of the Sungard Higher Education Banner interface. The 'Schedule Type' dropdown is set to 'LEC - Lecture'. The 'Time Request' dropdown is set to 'Pattern Request'. The 'Pattern' dropdown is set to 'E1X3 - 1 x 3-hour'. The 'Start Date' is 2014/01/06 and the 'End Date' is 2014/04/01. The 'Time Requirements' field is empty.

Adding a New Component

- Under Room requests, select a room type (e.g. LEC or SEM), a pavilion, and a campus (M). Save.

Room Requests

[Add a room](#) | [Remove room\(s\)](#)

<input type="checkbox"/> Room Type	<input type="checkbox"/> Pavilion	<input type="checkbox"/> Campus	<input type="checkbox"/> Room	<input type="checkbox"/> Characteristic(s) required
<input type="checkbox"/> LEC	<input type="checkbox"/> 09 - Southam Hall	<input type="checkbox"/> M	<input type="checkbox"/>	<input type="checkbox"/>

[Add characteristic](#) | [Remove characteristic\(s\)](#)

Name	Description
<input type="checkbox"/> ZELE	Electronic Classroom


Room Requirements:






Instructors


[Add](#) | [Remove](#) | [% Assignment](#) | [New Instructor...](#)

Department	Instructor Name	Staff ID	Responsibility	Session	Is Primary
<input type="checkbox"/> ECON	<input checked="" type="checkbox"/> Ritter, Archibald	100501357	100 %	100 %	<input checked="" type="checkbox"/>

Adding a New Section

- Section = group of components
- If the course is displayed in the navigation panel but there is no  at the course level, the course does not have a section.

 ECON3808 W
 ECON3820 F
 ECON3880 F
 ECON3880 W
ECON3999 F
 ECON4001 F

 No section

Adding a New Section

- Click on the course in the navigation panel
- Under Sections, click on Add

The screenshot shows a web browser window titled "DCU 5.0.1 - Windows Internet Explorer" displaying the "INFOSILEM" application. The interface is divided into a left navigation panel and a main content area. The navigation panel lists various courses, with "ECON3999 F" highlighted. The main content area is titled "Course Editing" and contains several sections: "Course Information" with fields for Department (ECON), Course Number (ECON3999 F), and Course Title; "Scheduling Groups" with a table showing "No Records"; and "Sections" with a table showing "No Records". The "Add" button in the "Sections" table is circled in red.

Section	Description	Term	Done
No			
Records			

Adding a New Section

- Enter the name for the section (e.g. A) and select an appropriate term. Save.
- Click on the “Add” icon within the “Components” tab and add a component (slides 18 – 21).

The screenshot shows the INFOSILEM web application in a Windows Internet Explorer browser. The main content area is titled 'Section Editing' and is divided into two tabs: 'Section Information' and 'Components'.

Section Information Tab:

- Department:** ECON
- Course Number:** ECON1000 F
- Section:** A
- Term:** 201330
- Description:** (empty field)
- Section Requirements:** (empty field)
- Done:**

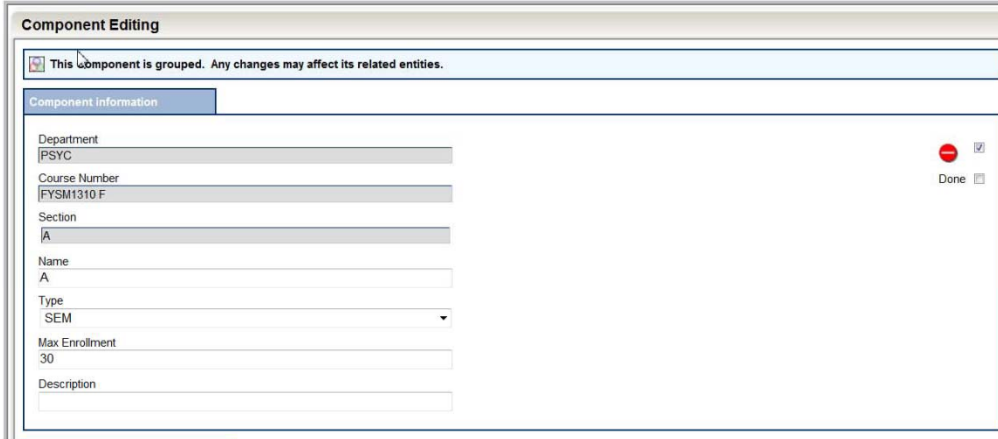
Components Tab:

Component	Max Enrollment	Done
<input checked="" type="checkbox"/> A	170	<input type="checkbox"/>
<input checked="" type="checkbox"/> A01	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A02	31	<input type="checkbox"/>
<input checked="" type="checkbox"/> A03	31	<input type="checkbox"/>

Navigation buttons: Add, Remove, Duplicate, Batch Update.

Making a Component Inactive

- Open the Component Edit Screen (see slides 4 - 7)
- Tick the check mark box on the top right hand side of the component editing page and it will change the icon to a (do not enter) icon and press save.



The screenshot shows a web interface titled "Component Editing". At the top, there is a message: "This component is grouped. Any changes may affect its related entities." Below this is a "Component Information" tab. The form contains the following fields:

- Department: PSYC
- Course Number: FYSM1310 F
- Section: A
- Name: A
- Type: SEM (dropdown menu)
- Max Enrollment: 30
- Description: (empty text area)

On the right side of the form, there is a red circle icon with a white minus sign and a checked checkbox. Below it is a "Done" checkbox, which is also checked.

Making a Component Inactive

- Proceed to “General” tab and choose (inactive) under the drop down menu and click on save.

Sungard Higher Education Banner ®

General Registration Restrictions Reserved Seating

Part of term (leave blank if Open Learning) Status Code Campus Code
1 - 201410 - Full Term I - Inactive M - Main Campus

Grade Mode Code Special Approval Code Session Code
L - Standard Letter Grade E - Evening

Attendance Method

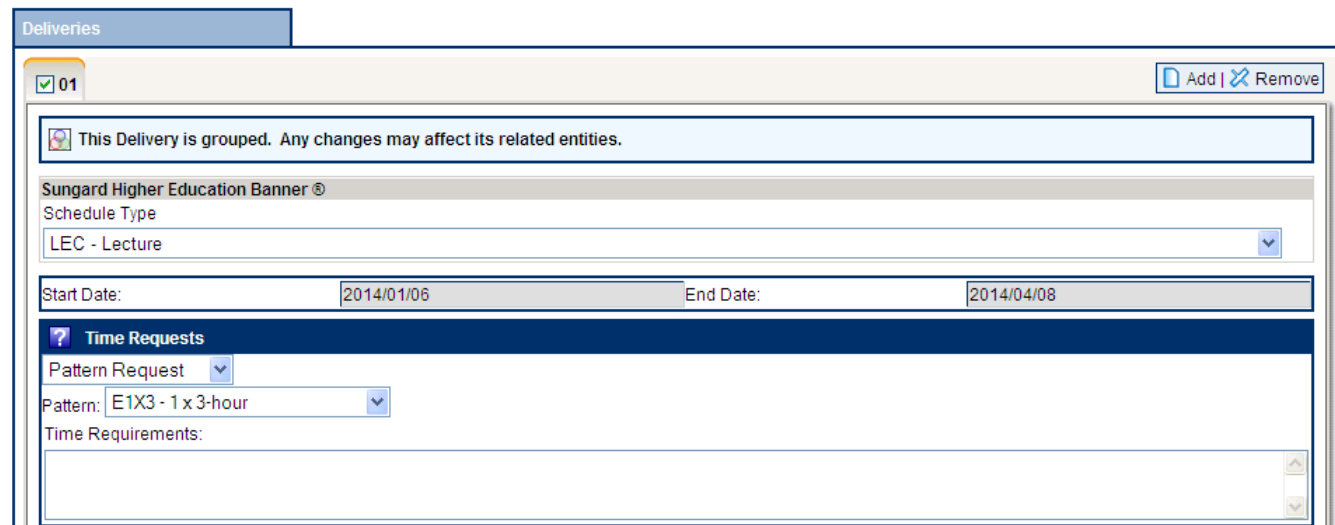
Credit Hours (0 TO 0.5)	Billing Hours (0 TO 0.5)	Contact Hours (0 TO 6)	Lecture (0 TO 3)	Lab (0 TO 3)	Other
0.5	0.5	3	3		

Tuition and fee waiver
 Voice response and self service
 Gradable

Section Text
Architectural Technology 2

Making a Component Inactive

- Under the Deliveries tab, tick on the 01 delivery and click on Remove. Save.



The screenshot shows a web interface for managing deliveries. At the top, there is a tab labeled "Deliveries". Below the tab, there is a header bar with a checked checkbox and the number "01" on the left, and "Add | Remove" buttons on the right. A light blue message box states: "This Delivery is grouped. Any changes may affect its related entities." Below this, the "Sungard Higher Education Banner" section is visible, containing a "Schedule Type" dropdown menu set to "LEC - Lecture". The "Start Date" is "2014/01/06" and the "End Date" is "2014/04/08". A "Time Requests" section is also present, with a "Pattern Request" dropdown menu set to "E1X3 - 1 x 3-hour".

Making an Inactive Component Active

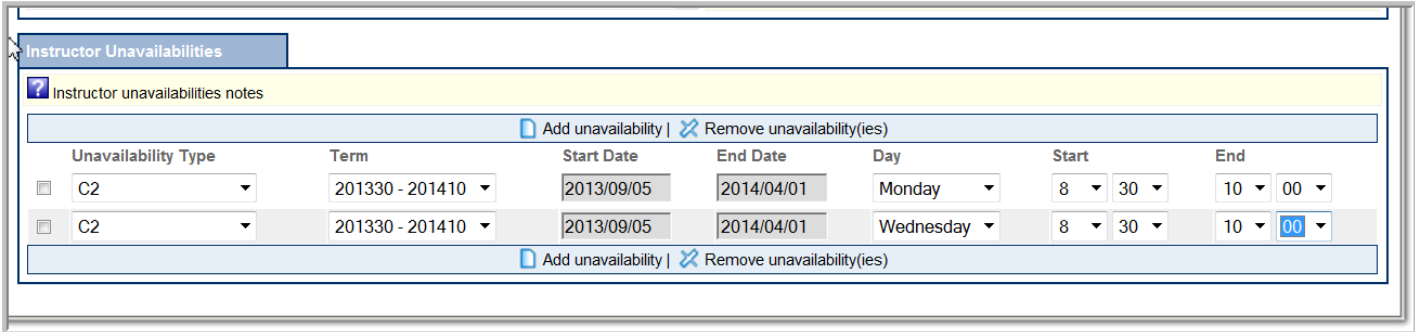
- Open the Component Edit Screen (see slides 3 -6)
- Uncheck the (do not enter) icon on the right hand side of the component editing page. An icon with a circular checkmark should appear.
- Choose “Active” under status
- Under the deliveries tab, click on ADD and proceed to add the time request, room request and instructor information.

STA Requests

- Click on the “Instructors” button in the navigation panel
- Click on the “last name” of the instructor you want to update
- Scroll down to “Instructor Unavailabilities”
- Click on “Add unavailability”

STA Requests

- Choose the professors “unavailability type” (C1, C2 or C3) and choose the specified term for the STA to take effect. Enter the start and the end times. Save.



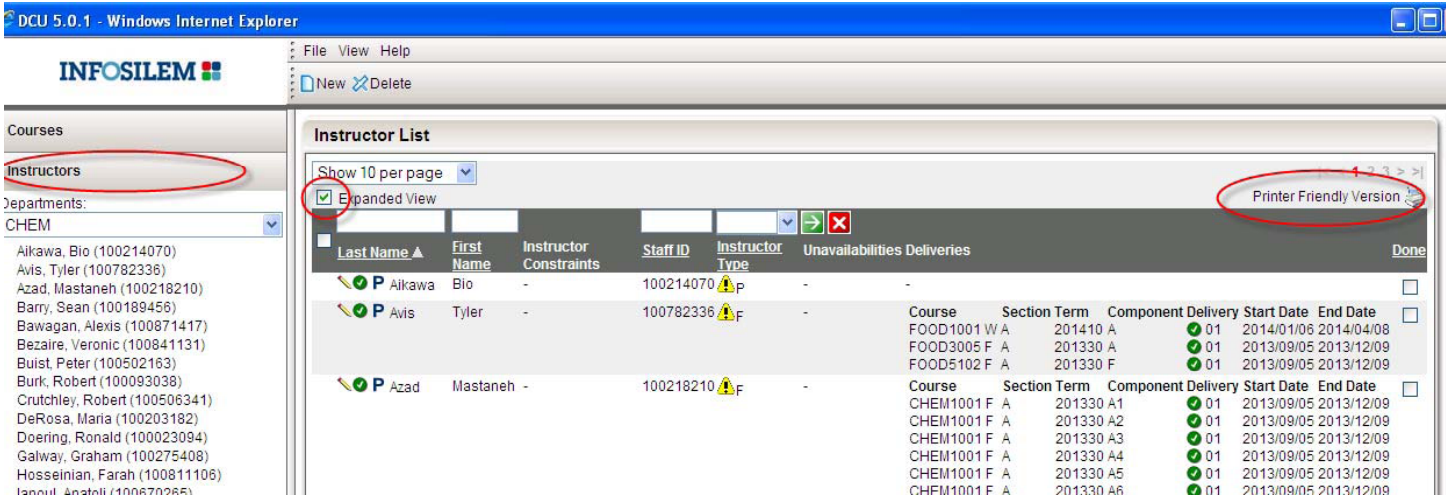
Unavailability Type	Term	Start Date	End Date	Day	Start	End
<input type="checkbox"/> C2	201330 - 201410	2013/09/05	2014/04/01	Monday	8:30	10:00
<input type="checkbox"/> C2	201330 - 201410	2013/09/05	2014/04/01	Wednesday	8:30	10:00

STA Requests

- Once all STA requests for your department are entered into the DCU, print the STA requests summary report.
- Click on the Instructors button in the Navigation Panel
- Tick the Expanded View check box

STA Requests

- Click on Printer Friendly Version
- Go to File and select Print Preview. Click on the Landscape button and then on the Print button



DCU 5.0.1 - Windows Internet Explorer

INFOSILEM

File View Help
New Delete

Courses
Instructors
Departments:
CHEM

Show 10 per page
 Expanded View
Printer Friendly Version

Last Name	First Name	Instructor Constraints	Staff ID	Instructor Type	Unavailabilities Deliveries	Done
Aikawa	Bio	-	100214070	P	-	<input type="checkbox"/>
Avis	Tyler	-	100782336	F	-	<input type="checkbox"/>
Azad	Mastaneh	-	100218210	F	-	<input type="checkbox"/>

Course	Section Term	Component Delivery	Start Date	End Date
FOOD1001 W A	201410 A	01	2014/01/06	2014/04/08
FOOD3005 F A	201330 A	01	2013/09/05	2013/12/09
FOOD5102 F A	201330 F	01	2013/09/05	2013/12/09

Course	Section Term	Component Delivery	Start Date	End Date
CHEM1001 F A	201330 A1	01	2013/09/05	2013/12/09
CHEM1001 F A	201330 A2	01	2013/09/05	2013/12/09
CHEM1001 F A	201330 A3	01	2013/09/05	2013/12/09
CHEM1001 F A	201330 A4	01	2013/09/05	2013/12/09
CHEM1001 F A	201330 A5	01	2013/09/05	2013/12/09
CHEM1001 F A	201330 A6	01	2013/09/05	2013/12/09

STA Requests


The report is easier to read if paper size is Legal. To change the paper size, click on Preferences then on the Paper/Quality tab and select Legal from the Paper sizes pick list.

The report must be signed by the Chair and sent to SES via interoffice mail no later than February 11, 2013.

AM/PM/EM Preferences

- Click on the “Instructors” button in the navigation panel
- Click on the “last name” of the instructor you want to update
- Tick the appropriate box under Instructor Requirements
- Enter a comment and save

Instructor Requirements

 Please check any that apply. Where necessary, provide additional information in the instructor requirements. Please be specific and clear.

<input type="checkbox"/>	Early morning only (8:30 AM - 11:30 AM) Fall ONLY
<input type="checkbox"/>	AM only (10:00 AM - 14:30 PM) - Fall ONLY
<input type="checkbox"/>	PM only (11:30 AM - 17:30 PM) - Fall ONLY
<input type="checkbox"/>	Early morning only (8:30 AM - 11:30 AM) - Winter ONLY
<input type="checkbox"/>	AM only (10:00 AM - 14:30 PM) - Winter ONLY
<input type="checkbox"/>	PM only (11:30 AM - 17:30 PM) - Winter ONLY
<input type="checkbox"/>	Early morning only (8:30 AM - 11:30 AM) Fall and Winter
<input type="checkbox"/>	AM only (10:00 AM - 14:30 PM) - Fall and Winter
<input checked="" type="checkbox"/>	PM only (11:30 AM - 17:30 PM) - Fall and Winter

Child care issues

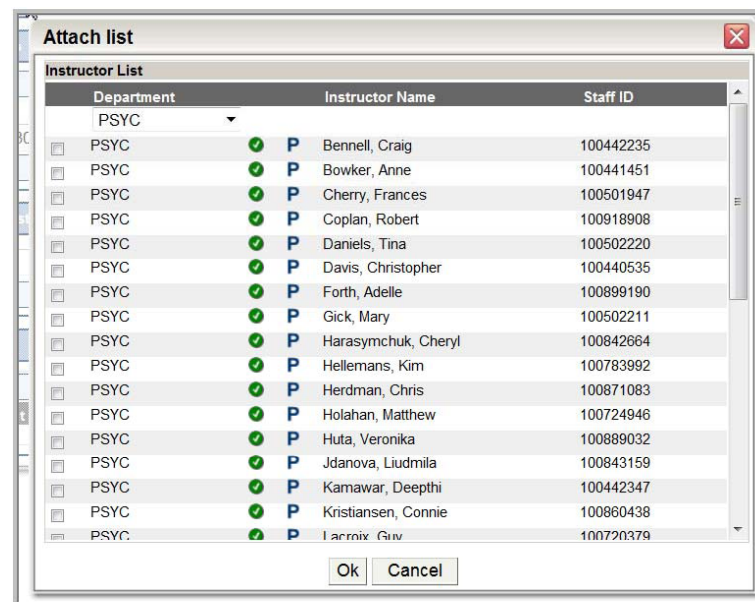
Instructor requirements notes

Departmental Meeting

- Click on the “Meetings” button in the navigation panel
- Click “new” to get started on your professors meeting
- Choose your “Meeting Type” on the drop down menu. In the “Identification” box enter the name of the meeting
- Under “meeting requirements”, indicate the time of the meeting and other additional information, if needed
- You are able force your departmental meeting in your own “departmental room”

Departmental Meeting

- Under the “instructors” tab, click on “Add”. On the left hand side of the instructor list, tick each professor that will need to attend the departmental meeting. Click OK. Save.



Departmental Meeting

Meeting Editing

Meeting Information

Department: FREN Meeting Requirements: Meeting requirements note

Meeting Type: Professor Meetings ?

Identification: Departmental Meeting

Forced Times

Add a forced time | Remove forced time(s)

	Term	Start Date	End Date	Frequency	Day	Start	End
<input type="checkbox"/>	201330	2013/09/05	2013/12/09	4	Friday	10:00	11:30
<input type="checkbox"/>	201410	2014/01/06	2014/04/08	4	Friday	10:00	11:30

Add a forced time | Remove forced time(s)

Room Request

No room requested [Click here to add a room request](#)

Instructors

Add | Remove

	Department	Instructor Name	Staff ID
<input type="checkbox"/>	FREN	Anonby, Erik	100842617
<input type="checkbox"/>	FREN	Benny, Francine	100442694
<input type="checkbox"/>	FREN	Cote, Sebastien	100723338
<input type="checkbox"/>	FREN	Dion, Chantal	100899192
<input type="checkbox"/>	FREN	Doutrelepont, Charles	100890277

Adding a Course to a Course Combination

- Click on the Course Combinations button
- Click on the course combination in the navigation panel
- Click on Add Course under Courses
- Open the Program pick list, scroll down to your department and select the program. Select a department from the Department pick list and the course that you wish to add
- Leave Section blank. If you wish to attach a particular component to the course combination, specify which component you wish to attach in the Requirements box.

Adding a Course to a Course Combination

- Select a category (listed in the priority order): C= core (must happen) , E= Elective (desired), O = optional (the weakest of the three).

The screenshot shows the 'Course Combination Editing' window in the INFOSILEM system. The 'Courses' table is the primary focus, with the following data:

Course	Level	Category
<input type="checkbox"/> AFRI BA HonsCombined AFRI 1	1	C
<input type="checkbox"/> AFRI BA HonsCombined AFRI 1	2	C
<input type="checkbox"/> AFRI BA HonsCombined AFRI 1	1	C
<input type="checkbox"/> AFRI BA HonsCombined AFRI 1	2	C
<input type="checkbox"/> AFRI BA HonsCombined AFRI 1	2	C

The 'Requirements' section is currently empty. The 'Course level' label points to the level '2' in the second row of the 'Courses' table.

Removing a Course from a Course Combination

- To remove a course from an existing course combination, tick the check box of the course being removed and click “remove courses”, click ok and save.

Course Combination Editing

General Information

Department	SOAN	Comments - Instructions
Course Combination	ANTH Block 10-	
Type	Relaxed Rules ⚠	
Description		
Number of students	15	

Courses

Program	Level	Category	Course	Section	Term
<input type="checkbox"/> BA GenBAHonANTH 10	3	C	ANTH3007 W		
<input checked="" type="checkbox"/> BA GenBAHonANTH 10	3	E	ANTH3020 W		
<input type="checkbox"/> BA GenBAHonANTH 10	3	E	ANTH3027 W		
<input checked="" type="checkbox"/> BA GenBAHonANTH 10	3	E	ANTH3035 W		
<input type="checkbox"/> BA GenBAHonANTH 10	3	E	ANTH3355 W		
<input type="checkbox"/> BA GenBAHonANTH 10	3	E	ANTH3570 W		

Adding a New Course Combination

- To add a new course combination block, click on “new” on top of the page.
- Enter the new course combination name in the “course combination” field.
- Under “type” choose conflict free.
- Under “number of students”, indicate the total number of students you expect to take this combination of courses.
- Save. Add courses (see slides 39 – 40).

Making a Course Combination Inactive

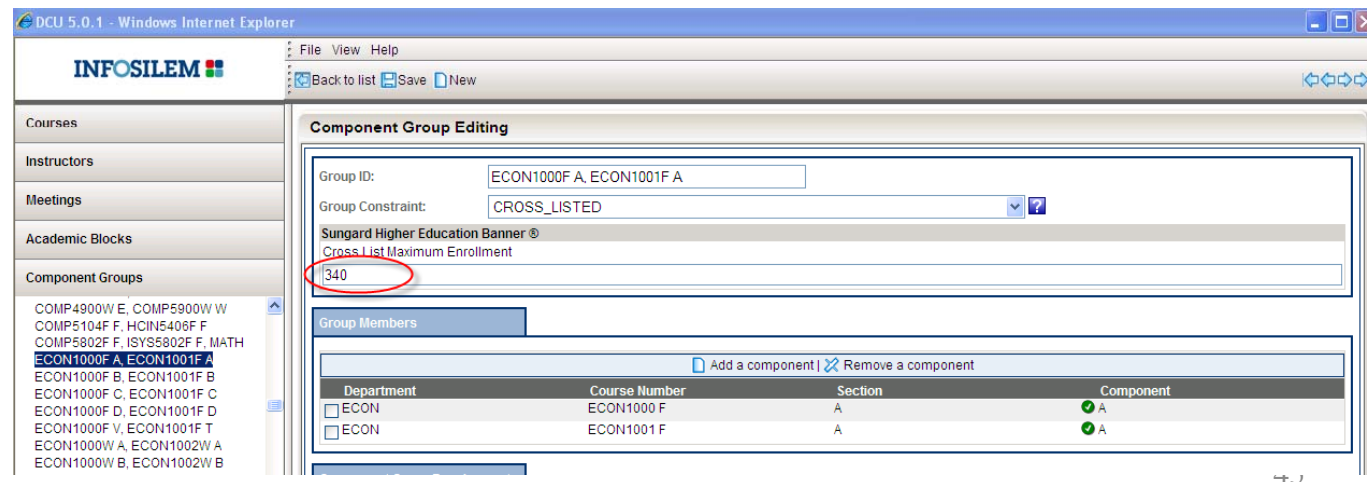
- Click on the “Course combination” button in the navigation panel under the your selected department
- Choose the “course combination” you wish to make inactive
- On the right hand side of the screen “tick” the circular checkmark
- The circular checkmark should now be a red “do not enter” sign
- Save

Changing Combined Maximum Enrollment for a Group of Cross Listed Courses

- Cross-listed components in DCU are represented as **component groups**. The component group ID displays the group members. E.g. In the fall term ECON 1000 A is cross-listed with ECON 1001 A; the cross listed group will have the name “ECON 1000F A, ECON1001F A”
- To change the combined maximum enrollment for a group of cross-listed components, click Component Groups and locate the appropriate group in the navigation panel.

Changing Combined Maximum Enrollment for a Group of Cross Listed Courses

- Once the group is located, click on the group ID in the Component Group Editing screen.
- Change the Cross List Maximum Enrollment
- Save.



DCU 5.0.1 - Windows Internet Explorer

INFOSILEM

File View Help

Back to list Save New

Courses

Instructors

Meetings

Academic Blocks

Component Groups

COMP4900W E, COMP5900W W
COMP5104F F, HCIN5406F F
COMP5802F F, ISYS5802F F, MATH
ECON1000F A, ECON1001F A
ECON1000F B, ECON1001F B
ECON1000F C, ECON1001F C
ECON1000F D, ECON1001F D
ECON1000F V, ECON1001F T
ECON1000W A, ECON1002W A
ECON1000W B, ECON1002W B

Component Group Editing

Group ID: ECON1000F A, ECON1001F A

Group Constraint: CROSS_LISTED

Sungard Higher Education Banner[®]

Cross List Maximum Enrollment

340

Group Members

Add a component | Remove a component

Department	Course Number	Section	Component
<input type="checkbox"/> ECON	ECON1000 F	A	✓ A
<input type="checkbox"/> ECON	ECON1001 F	A	✓ A

Cross Listing Courses

- Click on the Courses button in the navigation panel
- Click on the course that you wish to cross list
- Check mark the **Add cross-listing** check box
- In the Course Requirements:(free text box), specify with components should be cross listed. Save.

DCU 5.0.1 - Windows Internet Explorer

INFOSILEM

File View Help

Back to list Save

Courses

Departments: ECON

ECON1000 F

ECON1000 W

ECON1001 F

ECON1001 W

ECON1002 F

ECON1002 W

ECON1401 F

ECON1401 W

ECON1402 F

ECON1402 W

ECON2001 F

ECON2001 W

ECON2009 F

ECON2009 W

ECON2020 F

ECON2020 W

ECON2030 F

ECON2030 W

ECON2101 F

ECON2101 W

ECON2102 F

ECON2102 W

ECON2103 F

ECON2103 W

Course Editing

Course Information

Department: ECON

Course Number: ECON1000 F

Course Title: Introduction to Economics

Please check any that apply. Where necessary, provide additional information in the course requirements. Please be specific and clear.

Remove cross-listing

Add cross-listing

Make full session (same time in both terms)

Remove same time both terms requirement (no longer a full session course)

Course requirement notes

Course Requirements:

Cross list ECON 1000 A with ECON 1001 A

Sections

Section	Description	Term	Done
<input checked="" type="checkbox"/> A		201330	<input type="checkbox"/>
<input checked="" type="checkbox"/> B		201330	<input type="checkbox"/>
<input checked="" type="checkbox"/> C		201330	<input type="checkbox"/>

Cross Listing Courses

DCU 5.0.1 - Windows Internet Explorer

INFOSILEM

File View Help

Back to list Save

Courses

Departments:
ECON
ECON1000 F
ECON1000 W
ECON1001 F
ECON1001 W
ECON1002 F
ECON1002 W
ECON1401 F
ECON1401 W
ECON1402 F
ECON1402 W
ECON2001 F
ECON2001 W
ECON2009 F
ECON2009 W
ECON2020 F
ECON2020 W
ECON2030 F
ECON2030 W
ECON2101 F
ECON2101 W
ECON2102 F
ECON2102 W
ECON2103 F
ECON2103 W

Course Editing

Course Information

Department: ECON

Course Number: ECON1000 F

Course Title: Introduction to Economics

Please check any that apply. Where necessary, provide additional information in the course requirements. Please be specific and clear.

Remove cross-listing

Add cross-listing

Make full session (same time in both terms)

Remove same time both terms requirement (no longer a full session course)

Course requirement notes

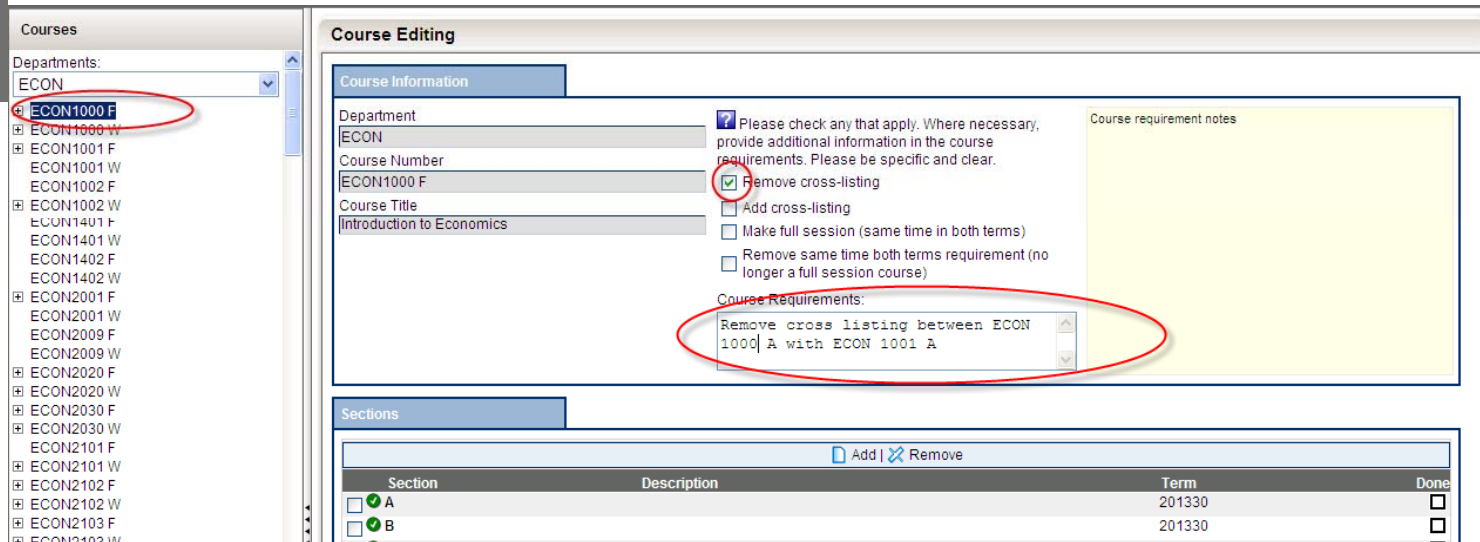
Course Requirements:
Cross list ECON 1000 A with ECON 1001 A

Sections

Section	Description	Term	Done
<input type="checkbox"/> A		201330	<input type="checkbox"/>
<input checked="" type="checkbox"/> B		201330	<input type="checkbox"/>
<input checked="" type="checkbox"/> C		201330	<input type="checkbox"/>

Removing Cross Listing

- Click on the Courses button in the navigation panel
- Click on the course
- Check mark the **Remove cross-listing** check box and enter a comment under Course Requirements:
- Save.

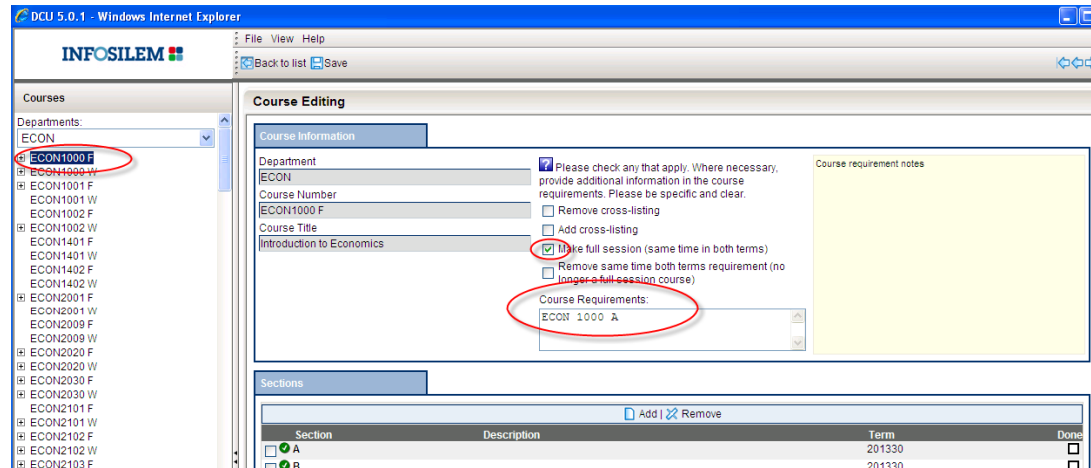


The screenshot shows the 'Course Editing' interface. On the left, a list of courses is shown under the 'Departments' dropdown set to 'ECON'. The course 'ECON1000 F' is selected and circled in red. The main area is titled 'Course Editing' and contains a 'Course Information' section. The 'Remove cross-listing' checkbox is checked and circled in red. Below it, the 'Course Requirements' field contains the text 'Remove cross listing between ECON 1000 A with ECON 1001 A', which is also circled in red. The 'Course requirement notes' field is empty. At the bottom, a 'Sections' table is visible with columns for Section, Description, Term, and Done.

Section	Description	Term	Done
<input type="checkbox"/> A		201330	<input type="checkbox"/>
<input type="checkbox"/> B		201330	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Adding a Full Session Course

- Add the Fall and the Winter courses
- Click on the Courses button in the navigation panel
- Click on the Course
- Check mark the **Make full session** check box and enter a comment below in the Course Requirements:
- Save.



DCU 5.0.1 - Windows Internet Explorer

INFOSILEM

File View Help

Back to list Save

Courses

Departments:
ECON

ECON1000 F
ECON1000 W
ECON1001 F
ECON1001 W
ECON1002 F
ECON1002 W
ECON1401 F
ECON1401 W
ECON1402 F
ECON1402 W
ECON2001 F
ECON2001 W
ECON2008 F
ECON2008 W
ECON2020 F
ECON2020 W
ECON2030 F
ECON2030 W
ECON2101 F
ECON2101 W
ECON2102 F
ECON2102 W
ECON2103 F

Course Editing

Course Information

Department
ECON

Course Number
ECON1000 F

Course Title
Introduction to Economics

Please check any that apply. Where necessary, provide additional information in the course requirements. Please be specific and clear.

Remove cross-listing

Add cross-listing

Make full session (same time in both terms)

Remove same time both terms requirement (no longer a full session course)

Course Requirements:
ECON 1000 A

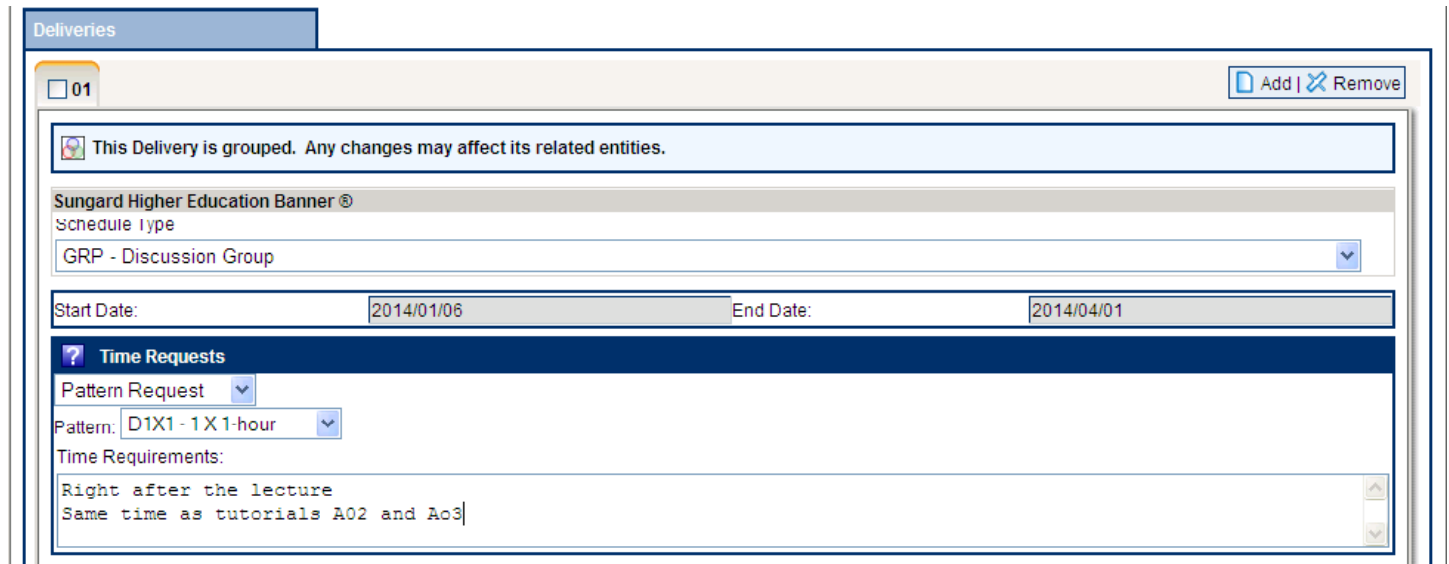
Course requirement notes

Sections

Section	Description	Term	Done
<input type="checkbox"/> A		201330	<input type="checkbox"/>
<input type="checkbox"/> B		201330	<input type="checkbox"/>

Scheduling Groups & Ties

- Use the **Time Requirements:** box to enter scheduling ties (e.g. “labs right after the lecture”) or scheduling groups (e.g. same time – same room).



The screenshot displays a software interface for managing deliveries. At the top, there is a tab labeled "Deliveries" and a sub-tab "01". To the right of the sub-tab are "Add" and "Remove" buttons. Below the sub-tab, a message states: "This Delivery is grouped. Any changes may affect its related entities." The main content area is titled "Sungard Higher Education Banner ©" and includes a "Schedule type" dropdown menu set to "GRP - Discussion Group". Below this, there are fields for "Start Date" (2014/01/06) and "End Date" (2014/04/01). A section titled "Time Requests" contains a "Pattern Request" dropdown, a "Pattern" dropdown set to "D1X1 - 1X1-hour", and a "Time Requirements" text area. The text area contains the following text: "Right after the lecture" and "Same time as tutorials A02 and A03".

Registration Restrictions

- Open the Component Edit Screen (see slides 4 -6)
- Click on the **Registration Restrictions** tab.

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General **Registration Restrictions** Reserved Seating

Part term (leave blank if Open Learning) Status Code Campus Code
1 - 201330 - Full Term A - Active M - Main Campus

Grade Mode Code Special Approval Code Session Code
C - Continuing D - Day

Attendance Method
F1 - 1st half of two term course

Credit Hours (0 TO 1)	Billing Hours (0 TO 1)	Contact Hours (0 TO 8)	Lecture (0 TO 6)	Lab	Other (0 TO 2)
0.5	0.5	3	3		0

Tuition and fee waiver
 Voice response and self service
 Gradable

Section Text
This section will be recorded for CUOL. Optional available, see section
On-campus course, Distance Students see secti

Registration Restrictions

- Depending on the type of restrictions you wish to enter, click on the appropriate tab (Departmental and field of Study, Class and Level, Degree and Program, or Campus and College).
- Select Include **or** Exclude. Click on Add to add a new restriction. Save.

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General Registration Restrictions Reserved Seating

Department and field of study Class and Level Degree and Program Campus and College

Include/Exclude (I/E):

Class Restrictions		Level Restrictions	
<input type="button" value="Add"/> <input type="button" value="Remove"/>		<input type="button" value="Add"/> <input type="button" value="Remove"/>	
Code	Description	Code	Description
<input type="checkbox"/> U1	First Year Undergraduate	No Records	

Reserved Seating

- Open the Component Edit Screen (see slides 4 -6)
- Click on the **Reserved Seating** tab.

The screenshot displays the 'Reserved Seating' tab in the course edit interface. The 'Reserved Seating' tab is highlighted with a red circle. The form includes the following fields and options:

- Description:** A text input field.
- General** (selected):
 - Term:** 1 - 201410 - Full Term
 - Course Title:** (empty)
 - Status Code:** A - Active
 - Campus Code:** M - Main Campus
 - Grade Mode Code:** L - Standard Letter Grade
 - Special Approval Code:** (empty)
 - Session Code:** E - Evening
 - Integration Partner:** W - WebCT
 - Attendance Method:** (empty)
- Registration Restrictions:** (empty)
- Reserved Seating:** (empty)

Below the tabs, there are several input fields for hours and contact information:

Credit Hours (0 OR 0.5)	Billing Hours (0 OR 0.5)	Contact Hours (0 TO 4)	Lecture (0 TO 3)	Lab	Other (0 TO 1)
0.5	0.5	3	3		0

Additional options include:

- Tuition and fee waiver
- Voice response and self service
- Gradable

A **Section Text** input field is located at the bottom right.

Reserved Seating

- Open the Component Edit Screen (see slides 4 -6)
- Click on the Reserved Seating tab.

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General Registration Restrictions **Reserved Seating**

Part of term (leave blank if Open Learning) 1 - 201330 - Full Term Status Code A - Active Campus Code M - Main Campus

Grade Mode Code C - Continuing Special Approval Code Session Code D - Day

Attendance Method F1 - 1st half of two term course

Credit Hours (0 TO 1)	Billing Hours (0 TO 1)	Contact Hours (0 TO 8)	Lecture (0 TO 6)	Lab	Other (0 TO 2)
0.5	0.5	3	3		0

Tuition and fee waiver
 Voice response and self service
 Gradable

Section Text
This section will be recorded for CUOL. Optional available, see section
On-campus course, Distance Students see secti

Reserved Seating

DCU 5.0.1 - Windows Internet Explorer

INFOSILEM

File View Help

Back to list Save New

Courses

- MATH2100 F
- MATH2100 W
- MATH2107 F
- MATH2107 W
- MATH2108 F
- MATH2108 W
- MATH2404 W
- MATH2454 F
- MATH3001 F
- MATH3007 F
- MATH3008 W
- MATH3057 F
- MATH3101 F
- MATH3101 W
- B
- B1
- MATH3106 F
- MATH3107 F
- MATH3158 W
- MATH3306 W
- MATH3355 F
- MATH3705 W
- MATH3801 F
- MATH3804 F
- MATH3804 W
- MATH3806 F
- MATH3808 W
- MATH3825 W
- MATH3855 W
- MATH4002 W
- MATH4007 F
- MATH4109 F
- MATH4206 W
- MATH4305 W
- MATH4703 F
- MATH4803 F
- MATH4806 W
- MATH4906 W
- MATH4907 F
- MATH4907 W
- MATH5007 F

Name: B

Type: LEC

Max Enrollment: 28

Description:

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General Registration Restrictions Reserved Seating

Reserved Seating

Add Remove

Level	Campus	College	Degree	Reserved Seating
<input type="checkbox"/>				1
Program	Field of study type	Field of study code	Department	Waitlist enrollment
		91 - Computer Mathematics		0
Curricula	Class	Attribute	Cohort	Overflow
				<input checked="" type="checkbox"/>
Admission term	Matriculation term	Graduation term		
<input type="checkbox"/>				15
Program	Field of study type	Field of study code	Department	Waitlist enrollment
		COMP - School: Computer Sc		0
Curricula	Class	Attribute	Cohort	Overflow
				<input checked="" type="checkbox"/>
Admission term	Matriculation term	Graduation term		

Total Reserved Seating: 16

Total Waitlist Enrollment: 0

Reserved Seating

- To set up reserved seating, click on Add under the Reserved Seating tab

The screenshot shows the DCU 5.0.1 - Windows Internet Explorer interface. The main content area is titled "Component Editing" and contains a form for editing a component. The form includes fields for Department (ECON), Course Number (ECON1001 F), Section (A), Name (B), Type (LEC), Max Enrollment (170), and Description. A "Done" button is visible next to the Course Number field. Below the form is a table of Scheduling Groups:

Group	Group Type	Department	Course	Section Component	Term
ECON ECON1000 F B B	CROSS_LISTED	ECON	ECON1000 F	B B	201330

Below the table is a "Reserved Seating" section with an "Add" button circled in red. The section also includes a "Remove" button and a "No Records" message. At the bottom, there are two summary fields: "Total Reserved Seating" and "Total Waitlist Enrollment", both showing a value of 0.

Reserved Seating

- Enter the code for the reserved seating category (level, college, program, field of study, etc) and the reserved seating maximum for this category. Check the Overflow check box, if needed. Save.

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General Registration Restrictions Reserved Seating

Reserved Seating

Add | Remove

<input type="checkbox"/>	Level	Campus	College	Degree	Reserved Seating
					15
	Program	Field of study type	Field of study code	Department	Waitlist enrollment
			09 - Environmental Studies		0
	Curricula	Class	Attribute	Cohort	Overflow
					<input type="checkbox"/>
	Admission term	Matriculation term	Graduation term		

Total Reserved Seating: 1

Total Waitlist Enrollment: 0

Reserved Seating

- Note that in Banner the first row shows the number of seats in the **Open Category**.
- In DCU the Open Category doesn't exist. Once the component is uploaded to Banner, it will have an Open Category. The number of seats in the Open Category will be **equal to** the difference between Max Enrollment and Total Reserved Seating.

Reserved Seating

- To remove a reserved seating category, select it and click Remove. Save.

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General Registration Restrictions Reserved Seating

Reserved Seating

<input checked="" type="checkbox"/>	Level	Campus	College	Degree	Reserved Seating
	Program	Field of study type	Field of study code	Department	15
	Curricula	Class	Attribute	Cohort	Waitlist enrollment
	Admission term	Matriculation term	Graduation term		0
					Overflow
					<input type="checkbox"/>

Total Reserved Seating: 15

Total Waitlist Enrollment: 0

DCU Training

Location: 1728 DT

Date	Day	Time	Topics
Jan 4,2013	Fri	9:30 AM- 11:30 AM	DCU Introduction
Jan 7,2013	Mon	9:30 PM- 11:30 AM	Hands-on session for users who have attended a DCU Introduction session in November or January
Jan 8,2013	Tue	9:30 AM- 11:30 AM	DCU Introduction
Jan 9,2013	Wed	1:30 PM – 3:30 PM	Hands-on session for users who have attended a DCU Introduction session in November or January
Jan 16,2013	Wed	1:30 PM – 3:30 PM	Hands-on session for users who have attended a DCU Introduction session in November or January
Jan 29, 2013	Tue	9:30 PM- 11:30 AM	Hands-on session for users who have attended a DCU Introduction session in November or January
Feb 7, 2013	Thu	1:30 PM – 3:30 PM	Hands-on session for users who have attended a DCU Introduction session in November or January

DCU Support

- Email: timetabling@carleton.ca
- Julia Piatigorskaia: ext. 8877
- Phay Mui: ext. 8803
- Amy Resmer: ext. 3009
- Lana Graham: ext. 3234
- Jamie Carmichael: ext. 3588